

## **DEPARTMENT HEAD MONTHLY REPORTS: JULY, 2006**

Below, please find a compilation of reports from each Town Department

### **ASSESSOR: Submitted by David Utakis**

July always marks the beginning of a new fiscal year for this office which brings on the rush to get building permits reviewed and recorded for inclusion in new growth. Changing over to the June 30 new construction deadline in FY2005 caused a rearrangement of priorities as our deadline for picking up new value on new construction is the day before the start of the fiscal year instead of six months before and is six months deeper into our data collection and tax rate setting process

What makes this July different from others is that we are also in the midst of a three year re-certification of values process. Although the state Department of Revenue (DOR), Division of Local Services (DLS) must review and approve our valuations, new tax base growth, and tax rate on a yearly basis; it requires a more detailed examination of our valuation program every third year. DOR staff will be on hand on a regular basis prior to approval of our FY2007 values to make sure that we follow the DOR requirements for full and fair market value throughout the town.

This is what we assessors call a "Reval Year." This will entail much extra review and many more very detailed reports justifying our methods and values. DOR staff will actually be out and about in the town checking the accuracy of our data and the equal application of the rules of assessing. Although we deal with commercial and industrial properties regularly, we bring in expert consultants to help us with those properties and personal property accounts. The sub-contractor is Real Estate Research Consultants (RRC). RRC just completed the personal property review which brought in 75 new accounts and should result in significant new growth for the town. RRC is also spearheading our commercial & industrial review. RRC's part of the Reval is 57% complete.

I recently measured and listed the new BJ's Distribution Center. This huge building covers 14 acres of land. It was completed before I anticipated it would be which will result in much of the new growth being realized in FY2007 instead of being split between FY2007 and FY2008. Because of the TIF agreement, the full new growth won't be realized for several years. The valuation I came up with is being reviewed by RRC and is subject to change. The value will also be reduced by the TIF agreement tax exemption in effect this year of 33.5%.

The residential review part of the Reval represents the greater percentage of property in town at 89.46 % of all taxable property. The FY2007 reval process should have actually begun when the FY2004 reval was completed and approved in November, 2003. It was at that time that recommendations were made to continue with a six-year cyclical re-inspection program of all property data. This was one of several recommendations that were made in a letter to assessors by DOR in June 2004. Ironically, that was the month I accepted the assessor position here. All of the recommendations have been addressed.

Recommendations that have already come out of this year's reval are already being followed such as a location/grade analysis and building height analysis. The DOR has already suggested that by the time the FY2010 reval approaches, every computerized property record card should have an accurate sketch of buildings on that property. Two years ago I started a photographic inventory of all property which helps identify record card deficiencies and had already begun the sketching of properties that weren't done before. Every property that has had a building permit issued for it since 2004 has been visited as well as all of those which have been sold. Many other properties have been visited simply because they hadn't been visited in several years or because a photograph or other information surfaced indicating a need for inspection.

I expect that the majority of the next two months will be devoted mostly to reval work. I have been waiting for CSC staff (actually DOR people who run the state CAMA system program) to update my computer system with the report programs I need for the reval program. We rely on the state CAMA DOR people to update and maintain our appraisal program. This year they have been extremely busy testing out new programs for appraisal reporting and for other accounting functions which has caused their already short-handed staff to be behind schedule. That is one reason why our CAMA website data hasn't been updated in over six months. Our GIS mapping data which is handled by Cartographic Associates was recently updated on our website.

Our in-house data is up-to-date because of the superior efforts of Barbara Harris and Jennifer Hyland. They stay ahead of the daily demands of the office and continue to process the data which needs to be updated on a cyclical basis.

Because this is the first monthly report submitted by this department, it may be more lengthy than normal due to the need to provide background information on where things stand. We are anticipating no delays in our ultimate goal of a timely tax rate setting preceded by approval by the DOR of our new values and new growth.

Market conditions are suggesting that we may not be able to expect for new growth in FY2008 to be as high as this year and the last two years. The volume of housing sales have been off by nearly 30%. Condo sales have been 2% ahead of last year. Land sales are off. Builders are beginning to sit on speculation houses longer. There are more houses on the market than ever before. Fortunately, property values are not declining. The value growth has slowed dramatically.

#### **BOARD OF HEALTH: Submitted by Susan Smith**

The following is a summary of Board of Health activities from July 10, 2006 to July 31, 2006:

Court appearances – 2  
Food inspections – 16  
Food re-inspections – 2  
Housing complaints -3  
Massage Parlor inspections – 1

The Board of Health office completed the following by e-mail, phone and walk-in:

Calls for service – 95  
Medical – 5  
Request for copies – 14  
Total of Emails – 2  
Phone calls – 76  
Walk-ins – 39

The Board of Health office was closed on Fridays for the month of July, with essential activities being covered by Board members.

Held 1 meeting, July 6, 2006

Relevant actions:

- Regarding complaints against food service franchises the Board voted to send correspondence generated by the complaint to both the manager and the corporate office.
- The Board reviewed Definitive Subdivision plans for West River Estates Phase V without comment.
- A Title V report for 425 West Street was reviewed by Board members. This report to be followed up with a letter to the owner.
- 7/10/2006 Tim Rice pre-inspected the kitchen facilities at BJ's.
- 7/11/2006 Susan Smith attended MEMA table top exercise in Worcester on Emergency Response to Flu Pandemics.
- 7/11/2006 Tim Rice & MA DEP performed a well inspection at the B.J's Distribution Center.
- 7/13/2006 Susan Smith and Board secretary Denise Delannoy met with other town departments for an update on the Board's Emergency Preparedness planning.
- 7/17/ 2006 Sue Smith met with Community Emergency Response Team and Sgt Emerick regarding how CERT could best aid the BOH in a community emergency. Provided the CERT members with an overview of BOH responsibilities and actions in a public health emergency
- 7/17/2006 Tim Rice and Board secretary Denise Delannoy posted "Swim at Your Own Risk" signs at Pout Pond.
- 7/20/2006 Tim Rice made a site visit to Quaker Condos, water not hooked up yet, wrong size pipe was delivered.
- 7/25/2006 Board secretary Denise Delannoy met with the water testing lab at Pout Pond to instruct them as to the location for the weekly testing.
- 7/31/2006 Sue Smith and Tim Rice attended a meeting regarding status of Pout Pond, followed by a site visit.

**BUILDING INSPECTOR: Submitted by Nick Gazerro**

For the month of July the fees collected are as follows:

Plumbing - 21 permits issued

Gas - 10 permits issued

Fee's Collected - \$2220.00

Electric - 41 permits issued

Fee's Collected - \$5762.50

Building - 23 permits issued

Fee's collected - \$6204.00

PURPOSE
3-season room 14' X 16'
Addition 1344 sf
Additions (2) each end of house
AGP 18'
Basement (finish)
Basement (finish)
Deck 460 sf
Deck additional 8' X16'
Deck for pool 12' X 12'
finish 2nd floor
Garage, 2 car
IGP 12' X 24'
IGP 18' X 39'
IGP 20' X 40'
Porch 8' X 20' 160 sf
Porch rebuild, 7' X 26
Remodel 7-units
Remodel entire house
Remodel entire house & roof
Roof (5)
Screenhouse 10' X 16'
SFH 1872 sf
Sign 4' X 4'

It is a fairly slow time in the building aspect of the department but for the inspections every day and people coming in with questions on zoning issues. My first month as full-time Inspector has been very hectic. Romeo comes in three mornings a week & Peter comes in M-F in the afternoon. They both do several inspections a day.

#### **COMMUNITY ACCESS TELEVISION: Submitted by Barry Giles**

Location for UCAT: July has been a busy month for Cable Access. With the recent move from Town Hall to the High School, I have been trying to renovate the existing space and get situated with a phone and fax line. I have also been working with Mike Legendre, School Building Supervisor, on have an air conditioning unit placed in the Control Room of the High School studio. With the recent move, the amount of equipment that will be running 24/7, has increased and air conditioning is greatly needed.

Playback Programming: We continue to have daily programming on the 3 town channels. Channel 11, the Government Channel, continues to have live meeting coverage from the BOS meeting room. With the integration of the new play back system for Channel 11, we are now able to replay meeting through out the week. Channel 12, the Public Access channel, will be receiving a make over in August. Equipment that has already been purchases will be installed the first week of August. The new system includes a new play back controller, new S-VHS decks and the addition of DVD players. This will allow us to have more playback capabilities as programming increases. Channel 13, the Education Channel, continues to run program produced by the Uxbridge School System along with outside programming related to education.

Live Coverage of School Committee Meetings: I have been working on having remote cameras and equipment installed at the High School Library so we can have live coverage of the School Committee meetings. Charter has finally installed the drops needed and a technician has been hired to do the installation and wiring need for the equipment. Live coverage should take place during the August meetings.

Workshops and Training: In my continuing effort to increase programming on all three channels, I will be holding training workshops through the Adult Education program to train residents on the new studio and portable equipment available to them. I will also be working with the Communications Department at the High School to assist in teaching children video production. Our goal will be to have a morning news program and also increase the coverage of high school sports and events.

### **COUNCIL ON AGING: Submitted by Marsha Petrillo**

July finds our dear friend and Tri Valley Nutrition Site Manager, Robin Heron, off to a new position as Activities Director at the Merritt Island Health Center. Tri Valley will be sending temporary employees to fill in at our meal site until they find someone to replace Robin.

We thank Rita Labonte for her dedicated full time volunteer work here at our Center over the last ten months. Rita will spend more leisure time this summer with her family and plans to volunteer on Tuesday afternoons.

It is with great pleasure that I welcome Ellen Mayo to our Administrative Team. Ellen will work 19 hours per week, M-F from 9:00 am to 1:00 pm and from 9:00 am to 12:00 noon on Fridays.

### **Statistical Data**

Telephone Calls regarding Medical Appointments:	42
Telephone Calls regarding personal support:	14
Telephone Calls regarding Work Off Program:	9
Telephone Calls regarding Fuel Assistance:	1
Telephone Calls regarding Medicare:	6
Supervised Community Service Volunteers:	4
Tri Valley Referrals:	3

The Senior Center van transported approximately 240 individuals during the month of July. The van made trips to Hannaford Supermarket on the following dates: July 5 th, 11th, 12th, July 18th, 19th, 25th & 26th. The van also makes stops at the local banks upon request, CVS, the Town Hall, and Tri River. The van made a trip to Walmart in Whitinsville on Thursday July 6th.

The medical car made 58 trips escorting individuals to and from their medical appointments in the areas of Worcester, Milford, Whitinsville, Millbury, Grafton and Framingham during the month of July.

We served 708 individuals lunch at the Center in July and delivered 1,282 meals to homebound residents in Uxbridge, Mendon, Millville and Blackstone.

The pitch league met five evenings in July with approximately 200 card players in attendance.

2 new medical drivers have been added to our medical driving team bringing our drivers to 5.

Attended staff meeting on July 10th @ 10:00 am in the lower Town Hall.

Flat tire on medical car repaired 7/13

7/14 2004 Taurus medical car hit while parked in front of Sr. Center. Accident report filed w/Braleley & Wellington, Police Department & Registry of MV – no personal injury

Air Conditioning System in Senior Center failed to turn on. Evaporator coil repaired 7/17

7/25 Van Accident @ Centennial Court – no personal injury. Accident report filed with Braley & Wellington and the Police Department & Registry of MV

The COA Board is currently looking to fill 2 vacancies on their board. Please submit a talent bank form to the Town Manager's Office if you are interested.

Outreach Coordinator's Report:

Mary Rice – 508-278-8638

Office Hours: Tuesdays & Wednesdays 9:00 am – 3:00 pm; Thursdays 8:00 am – 11:00 am

Office Visits:	9
Home Visits:	2
Hospital/Nursing Home	12
Medical Trips	1
Attended Wake	2
Wellness Checks	26
SHINE (Serving Health Insurance Needs Of Elders)	5

Mary Rice is a certified SHINE Representative. She is available to assist individuals with Medicare, Medicaid, Prescription Advantage, Part D Coverage, MassHealth Buy-In and personal health insurance questions on the first Thursday of every month.

## JULY –2006 EVENTS

“NEW” Tai Chi Classes every Monday @ 10:30-11:30am with Faith Kennedy, certified Tai Chi instructor. Classes are free of charge for Uxbridge Seniors.

Pitch Party Every Monday Night: July: 3rd, 10th, 17th 24th & 31st. Pitch begins @ 6:30 PM ~ \$2 donation. We offer 1st, 2nd, 3rd prizes, Door Prizes, and fun, fun, fun! Coffee and complimentary refreshments served each week.

Tuesday Afternoons 1:30 – 4:00 PM: Come join us for an afternoon of card playing every Tuesday at the Uxbridge Senior Center.

Tues., July 4th: Center closed – 4th of July

Weds., Jul. 5th: John Root, Master Storyteller, for Special Picnic Luncheon complete with hot dogs, watermelon, baked beans and “ants”!

Thurs., Jul 6th: S.H.I.N.E. (Serving Health Insurance Needs of Elders) from 9:30 Am to 11:30 AM.

Thurs., Jul 6th: Walmart Shopping

Mon., Jul. 10th: Podiatry Clinic w/Dr. B.

Tues., Jul. 11th: 7:00 PM - Mental Health Support Group – This group is for caregivers. Please call Connie or Jim Dwyer @ 508-278-9833.

Fri. Jul. 21st: Robin's Beach Party! Special trip to Galilee!

Sat., Jul., 22th : SERVE New England

Mon., Jul. 24th: 10:00 AM - Fallon Rep., Jackie St. Germain.

We invite you to come and join us for lunch beginning at 12 noon daily. Please call 508-278-7609 by 12:00 noon at least one day ahead so we can reserve a meal for you. \$2 Donation per meal - \$3.50 ages 59 and under. Bring a friend!

#### **DPW: Submitted by Larry Bombara**

##### **WATER:**

1. Completed the demolition and removal of the house, barn and related structures know as the Parker farm located on the Town owned wellfield land. (Rosenfeld)
2. Currently reviewing a proposed subdivision on land that developer Fred Hutnak was originally selling to the Town for a proposed water well known as Donna Dr.
3. Completed the appraisal for a proposed purchase of approx. 4.72 acres of Bouchard land located off of Blackstone St primarily within our 400 radius of Well #1. Goal is to have complete package in front on Mgr and BOS for fall Town mtg.

##### **WASTEWATER:**

1. Currently reviewing draft plans for lime silo construction in anticipation of possible fall construction.
2. Beginning easement and deed research for project consisting of clearing existing sewer easement right of ways in anticipation of fall startup.

##### **HIGHWAY / PARKS:**

1. Completed Power Street reconstruction with minor grass issues remaining
2. Completed chip sealing of Providence Street
3. Received additional funding for Mendon Street rehab project from the original \$900,000 to the 2006 estimate of \$2,400,000. Project will be moving into phase 2 section for rehab in August. Also Aetna Bridge Co. will be starting the reconstruction of the sidewalks and railings on Mendon St at Lynch store sometime in August
4. Currently working with 1 community service person and 1 Eagle Scout candidate.
5. Working with families of skate board enthusiasts preparing a pkg for Mgr, BOS and Rec committee review and input on possible construction of a skate park.
6. Assisted with the Friends of Wheelocksville playground on preparing parking area, excavation of equipment area and spreading playground mulch surface.
7. Assisting with the water chestnut removal program on the West River.

**OTHER:**

1. Reviewing with Town Mgr, MHD and Cullinan Engineers design consultants the proposed segment #2 Bikeway route.
2. Preparing package for Town Mgr and MHD review for the possible acquisition of portions of Route 122 from Rt 146A to High Street and from Hazel Street to Linwood Bridge. In return, the State would be required to upgrade portions including but not limited to rehabbing the Towns existing sidewalks, installation of new sidewalks, drainage improvements relating to storm water phase 2 and drainage improvements relating to the recent drainage improvement analysis for the Hazel Street area. Only in the infancy stage at this time. The Town may be able to realize saving substantial construction rehab costs in return for a small maintenance cost increase. More to come.

**FINANCE DIRECTOR AND TOWN ACCOUNTANT: Submitted by David Genereux**

- 1.) As reported at the last Selectmen's meeting, Upper Town Hall has been cleaned and is ready to receive the modular units for the School Administration. I would like to commend the following individuals and departments for their assistance in the project: Bob Beaudoin, Town Accountant, Peter Baghdasarian and Ernie Esposito - School Committee members, Building, Board of Selectmen, & Conservation Departments, School Administration, and especially, volunteer John Dawe and school department workers Greg Sebastiao and Matt Conrad.
- 2.) The large safe door in the basement has been repaired and is now functional, and a smaller safe discovered in the basement has been rehabbed and put in service by the Town Clerk's office.
- 3.) Cash for June 30, 2006 has been reconciled between the Treasurer and Town Accountant. Accounting is in the process of closing FY 2006.
- 4.) The migration from the Budgetsense accounting package to Vadar is nearly complete. Many departments now have remote entry capability; virtually all should have access by week's end. The chart of accounts has been approved by Community Solutions (Who provided interim accounting services and ongoing training for our new accountant), and is being loaded on to the Vadar system. FY 07 warrants are now being processed on Vadar.
- 5.) The FY 2005 audit is nearly complete. We are currently waiting on a few items from one department. I am now reviewing and preparing responses to the management letter. The auditors have scheduled August 15, 2006 as their first day of the FY 2006 audit. Our goal is to finish the FY 2006 audit as soon as possible, preferably before we issue new bonds.
- 6.) Preparation for a fall surplus property auction is ongoing.
- 7.) Collections for July:

Motor Vehicle	\$31,711.44
Personal Property	\$121,906.47
Real Estate	\$3,310,024.02
Interest, Liens & Fees	<u>\$14,575.38</u>
Total Collected	\$3,478,217.31



## **FIRE DEPARTMENT: Submitted by Peter Ostroskey**

**INCIDENT REPORT:** The Department responded to 153 emergency incidents including 10 fire/explosion incidents, 100 rescue/medical emergencies, 8 hazardous conditions, 5 service calls, 5 good intent calls, 16 false alarms and 19 special type/complaint responses. We provided mutual aid to neighboring communities 7 times and received mutual aid on 3 occasions. Our personnel operated at significant incidents including:

- a two alarm incident at Ocean State Power in Harrisville, RI on July 7;
- a two alarm structure fire at 121 Franklin St. in Douglas on July 18;
- a two car motor vehicle accident at 194 North Main St. resulting in 7 patients being treated and transported to area hospitals on July 19;
- an overturned truck loaded with liquid propane at 660 Millville Road on July 27;
- a rescue involving a patient trapped under a vehicle being serviced on July 29.

The ambulance service evaluated 112 patients, provided care and transported 68 to area hospitals. The transports were to Milford Regional Medical Center (61), U-Mass – University Campus (5), and Worcester Medical City/St. Vincent's (2) and involved advanced life support service on 19 occasions.

**FIRE PREVENTION:** There was a significant amount of time dedicated to the acceptance inspections of the building and systems opened by BJ's Distribution Center on Quaker Highway. Personnel were present for operational testing and acceptance of the fire alarm, fire suppression and air handling systems as they were completed.

In addition to that facility, 2 residential sprinkler systems were inspected and accepted, 18 smoke/carbon monoxide detector inspections were completed, and 11 permits issued for blasting (2), cannon firing (1), diesel fuel storage (3), fire alarm work (1) propane storage (2), home heating oil storage (4), and fireworks display (1).

Personnel inspected and supervised the fireworks display at the annual Fourth of July Celebration and provided fire and EMS services at the event on July 8.

**TRAINING:** Personnel received training and participated in drills on fire suppression sprinkler system operations, firefighting foam operations and response to liquid propane incident responses during regularly scheduled sessions.

**GENERAL:** Two new members joined the firefighter ranks in July. EMT James Huth has served on the ambulance for almost one year and has been appointed as a probationary firefighter on Engine Co. #5 effective July 1. Michael Bosma was previously our High School intern and has been appointed as a probationary firefighter also assigned to Engine Co. #5 as of July 6.

Regular maintenance of the apparatus and equipment including annual hose testing was completed. Replacement of fire alarm wire on Hartford Avenue East from Crown and Eagle Lane to North Main Street has begun. Extension of the fire alarm circuit on Quaker Highway from Monahan Drive to 869 Quaker Highway was completed.

## **PLANNING AND ECONOMIC DEVELOPMENT: Submitted by Floyd Forman**

Spoke with or met with numerous members of the public concerning questions on planning and zoning issues.

Spent time with the following projects before the Planning Board:

- Cnossen – Unilock: proposed 40,000+ sq. ft building at Quaker Industrial Park II. Met with Attorney Andrea Hogarth on this project. The applicant needs a special permit from the Planning Board for a building over 20,000 sq. ft. The applicant also understands that the original subdivision plan should be modified to move and enlarge a detention basin. The two processes will be reviewed simultaneously.
- Evergreen Acres: Proposed 84 lot Conservation Design Subdivision off King St. Reviewed engineering comments on definitive plan. Spoke with Attorney Lane concerning timing of completion of project.
- Aldrich Brook: Proposed 8 lot Conservation Design Subdivision off Glendale St. Wrote draft decision on Special Permit under Conservation Design Development which Planning Board adopted with no changes.
- Waucantuck Mill: Proposed redevelopment of old mill buildings involving cleanup of a brownfield site located along Mendon St. adjacent to West River Rd. and Henry St. Spoke generally with applicant about his proposed revision to project.
- Mountain View: Proposed 7 lot subdivision off Albee Rd. Met with Conservation Agent, Rachel Landry, concerning this project and the amount of cuts and possible impacts to the storm water detention system. Will involve Rachel in draft decision as I write it for Planning Board.
- Set up meeting with John Mullin. John is the Dean of the Graduate School at UMass Amherst and a member of the faculty at the School of Landscape Architecture and Regional Planning. John is very knowledgeable about issues concerning the Blackstone Valley. The Planning Board will be speaking with him about a master plan for Uxbridge.
- Reviewed two Form A Plans to come before Planning Board and later discussed the plans with the Board.

## **OTHER MATTERS**

- Lavallee Gravel Pit: Discussed Lavallee gravel pit issues with Zoning Board Chairman. ZBA needs to render a recommendation.
- Mall: We met with Saxon Partners to discuss issues related to commercial development at Routes 16 and 146.
- Fire Chief: Discussed roadway issues with the Chief. I am going to make sure that Peter receives plans and all engineering comments on all projects. That will help him assist the Planning Board and other boards with his comments.
- Down East: The Administrative Assistant to the Board of Health discussed with me issues that the BOH had with this project.
- Bill Newton: Met with the former head of CMRPC and now the Planner in Millville. He was interested in our rezoning proposal along Rt. 16.
- BJs: Sent letter to BJs reminding them of traffic issues that the Planning Board had made conditions of its Special Permit approval.

**POLICE DEPARTMENT: Submitted by Scott Freitas**

The following is a list of activity of the Uxbridge Police Department for July, 2006:

During this time dispatch received, responded to and/or dispatched 1012 calls for service to the Police, Fire or EMS Service. That is 68 calls less than the month of June 2006. 12% of the calls were Fire/EMS related, which usually also required a police response and 88% were strictly police related. This current year we have responded to 6689 calls for service as of July 31. This is an increase of 17.5% over last year. Currently we are still destined to surpass our peak year of 2000 and will have responded to the most calls for service in a year since computer generated data collection started in the early 1990s. 103 Motor vehicle citations were issued, and Officers continued to participate in an aggressive driver enforcement grant funded by the Governor's Highway Safety Bureau. 25 Motor Vehicle Accidents were investigated and 36 Arrests or applications for criminal complaints were made. All three of these activity areas increased over June. Some special investigative operations were also conducted during this month. Security and traffic was non eventful during the fireworks celebration. I thank the board and you for your support relative to parking and one way traffic.

Training: There was no training in July. However efforts were made and completed to secure slots for the upcoming Police Academy in Boylston for our newly appointed officers. They will begin training on August 28, 2006. We expect graduation by the end of the calendar year.

Brian Crater was began his duties in the position of full time dispatcher on July 3, 2006. We are still working on the recommendations for part time police officers and expect to be forward the recommendations by the time this report is written.

Emergency Management: Sgt. Emerick has continued his hard work relative to Emergency Management planning and NIMS compliance training. Incident Command training for the Department Heads has been arranged with Mass. Emergency Management and information was distributed relative to training availability here in Uxbridge at police headquarters.

Grants: GHSB provided another round of Click it or Ticket Driver Enforcement monies. The total funding was once again over \$1200.00. Wayside Youth and Family Services donated \$1000 to our domestic violence fund and it is my hope to combine that with another grant I will try to secure so that a comprehensive domestic violence training course can be held at our facility for our officers and those in the neighboring towns. The tentative date for this is in the spring of 2007.

The grant process for reimbursement of new bullet resistant vests has been proceeding and new vests have been ordered.

A Grant had been applied for in co-operation with the School Department for video cameras for the schools. We applied in June and as of yet have not heard about its status yet expect to hear about the grant within the next few months.

Animal Control: The dog officer Responded to at least 25 complaints in the month of July. Work is still ongoing relative to possibly regionalizing the service.

I wish to thank the Board of Selectmen and you for your support as police chief and look forward to working with you in the upcoming months.

**TOWN CLERK: Submitted by Holly Gallerani**  
**ELECTIONS:**

- September Primary: Our office has been preparing Absentee Voter Applications for the September 19<sup>th</sup>, 2006 primary and at present we have 45 Absentee Voter Applications. The application information will be inputted in the computer prior to mailing the ballot and then be date stamped and recorded when we receive them back. Absentee voting is available in the office for voters that will be away during an election.
- We have processed (39) voter registrations as well as (52) miscellaneous changes regarding voters in the VRIS system.

**VITAL RECORDS:**

We have recorded in the month of July:

- 11 Birth certificates,
- 10 Marriage licenses
- 11 Death certificates

On the 10<sup>th</sup> of the month a state report is required recording the number of births, marriages, and deaths that have been processed by the Town Clerk's office.

There have been 10 marriage intentions filed. The intentions process can be time consuming (may take 2-2 ½ hours to complete) as the forms must be error free.

We have issued:

- 53 Certified copies of birth
- 42 Certified copies marriage certificates
- 38 Certified copies of death certificates

All birth, marriage, death and business certificates have to be indexed on a monthly basis.

**REQUESTS/CERTIFICATES ISSUED:**

- 18 Business certificates applications processed
- 2 Raffle permits processed
- 1 Disk containing list of voters in Uxbridge
- 20 Street listing books sold

### TURNOVERS:

<b>FY07 FEES COLLECTED</b>									
								<b>Grand Total</b>	
<b>FY07</b>	<b>Town</b>	<b>Town Clerk</b>	<b>Dog</b>	<b>Dog</b>	<b>Dog</b>		<b>Total Weekly</b>	<b>Turned</b>	
<b>Date</b>	<b>Clerk Fees</b>	<b>Licenses</b>	<b>Licenses</b>	<b>Late Fees</b>	<b>Fines</b>	<b>Zoning Fees</b>	<b>Turn Over</b>	<b>Over</b>	
7/3/06	\$105.00	\$105.00	\$25.00	\$10.00	\$50.00	\$0.00	\$295.00	\$295.00	
7/8/06	\$150.00	\$45.00	\$37.00	\$20.00	\$0.00	\$0.00	\$252.00	\$547.00	
7/14/06	\$185.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$215.00	\$762.00	
7/17/06	\$0.00	\$0.00	\$14.00	\$0.00	\$0.00	\$0.00	\$14.00	\$776.00	
7/21/06	\$245.00	\$50.00	\$35.00	\$30.00	\$75.00	\$0.00	\$435.00	\$1,211.00	
7/27/06	\$195.00	\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,511.00	
7/28/06	\$0.00	\$0.00	\$21.00	\$10.00	\$0.00	\$0.00	\$31.00	\$1,542.00	

Our office handles the dog licenses as well as processing the money collected for the licenses, late fees and fines by the Animal Control Officer.

Total amount of money turned over to the Treasurer/Collector's office for all fees collected for the month of July was \$1,542.00.

### PUBLIC OUTREACH:

Working cooperatively with the Web Site Committee, our office has designed a user friendly web page for the clerk's office. I plan to develop additional pages in the upcoming months to give a comprehensive overview of what the clerk's office can do for the community. On the pages can be found information pertaining to:

- Licenses
- Fees
- Elections
- Town meetings

### OFFICE RECORDKEEPING:

The Town Clerk's office is the archival repository for the town. Our office is responsible for all 20 day appeals on ZBA decisions, filing Planning Board documents (i.e. Form A), various board/committee minutes, time stamp posting of meetings & agendas. We also display for the public agendas and meeting postings. Individuals can request copies of meeting minutes, agendas and postings through our office.

### CUSTOMER SERVICE:

- A total of 156 telephone calls have been received in the month of July.
- Research, which entailed approximately 20 hours
- Genealogy
- Notary services
- Swearing In

STAFF:

Our office was pleased to welcome our new clerk, Patty Crane. Sadly for us but happily for her, Patty has accepted a teaching position and will be leaving our office August 18<sup>th</sup>. We wish her luck in her new position.

SOLICITED INVOLVEMENT:

By-Law Review Committee: As requested by the Town Manager, I have become involved with this committee by virtue of my position as Town Clerk. In order to facilitate my involvement with this committee, I have been working on compiling an accurate and updated bylaw packet for review. This has involved dedicated work by the office staff in researching Attorney General decisions and reviewing the general Code document to ensure it is inline with the bylaws as maintained by the Town Clerk's office.